



New Employee Orientation

Professional Development

District Office Human Resources

(925) 229-6852

Professional Development Coordinators

Contra Costa College

Professional Development Coordinator: Agustin Palacios (Faculty), x4-4933
Management Representative: TBD
Classified Representative: Chanel Barton (Hourly Program Coordinator) x4-4913

Diablo Valley College

Professional Development Coordinator: Kristen Koblik (Faculty), x2-2253
Management Representative: Richard Robison (Dean), x2-2601
Classified Representative: Jessica Martin (Program Coordinator), x2-2038

Los Medanos College

Professional Development Coordinator: Sara Larkin (Program Coordinator) x3-7556
Management Representative: TBD
Classified Representative: Sabrina Kwist (Dean), x3-7314

District Office

Professional Development Coordinator: Andrea Medina (Management), x1-6852
Classified Representative: Patricia Kaya (Executive Coordinator), x1-6821

Professional Development for Managers/Supervisors

Educational Fund Programs for Managers and Supervisors

Note: This pamphlet only contains a general overview of the different Educational Fund Programs for Managers and Supervisors in the Contra Costa Community College District. For rules and guidelines in each program, please refer to the application packet.

Employees who participate in any of the educational fund programs offered by the Contra Costa Community College District (not limited to those included in this brochure) may apply for a tuition payment or reimbursement from a single or multiple sources, provided the total amount of payment or reimbursement does not exceed the maximum disbursement amount of the appropriate program.

Management Council Professional Development Funds

Purpose

A program that provides professional development funds to cover the costs of various job-relevant training and education activities.

Who is eligible?

Full-time and part-time managers and supervisors who have successfully achieved permanency in the Contra Costa Community College District.

Application/Approval Process

Complete a Manager/Supervisor Professional Development Funds application prior to the event.

The purpose of the application must be consistent with one or more of the nine approved areas for fund utilization as noted in the application packet.

The application must contain detailed information about the conference or educational purpose (e.g., brochure).

The applicant must explain in the application how attendance at this conference/course would enhance his/her managerial skills.

Send the completed application to Andrea Medina at the District Office HR Department. It will then be routed through a committee for review and approval. The applicant will be informed whether his or her application was approved.

After payment of the conference/course, the applicant should submit an expense claim with original receipts and documentation for reimbursement to Andrea Medina in the HR Department at the District Office.

All receipts, reports, transcripts, and expense forms must be returned with 45 days of the requested function. Otherwise, funds will be returned to the pot.

Selection Process

The appropriate Management Council Executive Board Committee will review the application.

Following approval, the applicant will be notified.

Disbursement Limits

Currently, funding is available up to \$1,000 per applicant per fiscal year. This total is adjusted every year to ensure utilization. How much one receives will depend on how many applications have been submitted and the amount of funds available at the time an application is forwarded.

Tuition Reimbursement for Classes Taken Within Contra Costa Community College District

Purpose

District's commitment to enhance the knowledge, skills, abilities, and promotability of managerial and supervisory employees.

Who is eligible?

Managers and supervisors who have successfully achieved permanency in the Contra Costa Community College District who have successfully completed probationary period.

Criteria

Reimbursement only for tuition paid for any credit or non-credit classes offered by the District.

Must complete the course with a grade of at least "C" (or pass if a pass/fail course).

Exclusions

Expenses incurred for non-CCCCD classes will not be eligible for reimbursement.

Costs for books, supplies or miscellaneous items related to a CCCCCD or non-CCCCD class will likewise not be eligible for reimbursement.